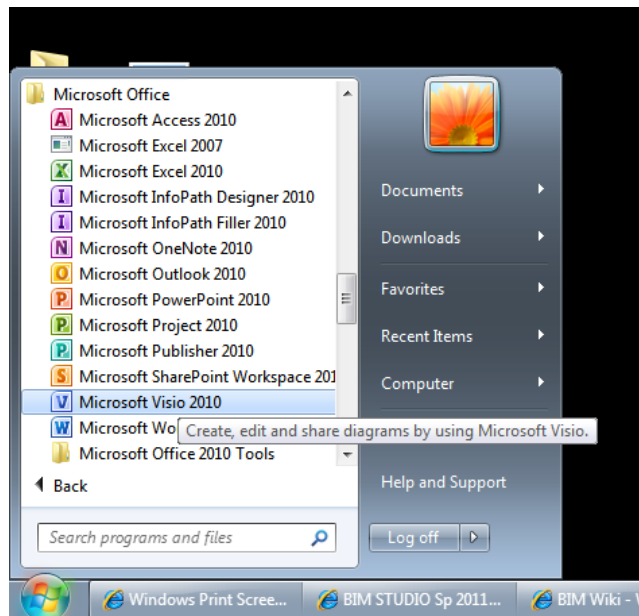


## How to Create Workflow Diagrams

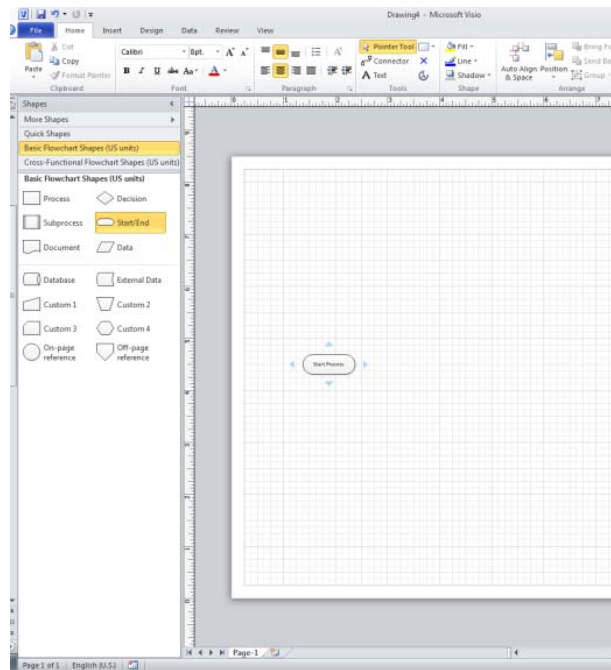
There are many programs found online that can be used to create a workflow. The problem with these programs is that they don't provide much flexibility for you to change your workflow to the way you want it appearing in the final form. If you are struggling to find a program that does work for you, the AE computer labs have a great program called Microsoft Visio. Visio is a program dedicated solely to creating diagrams and workflows; it gives you the control to design a diagram in any form you like. To get started, follow the link to the PDF File.

1. In the start button, under the Microsoft Office folder, choose Microsoft Visio.

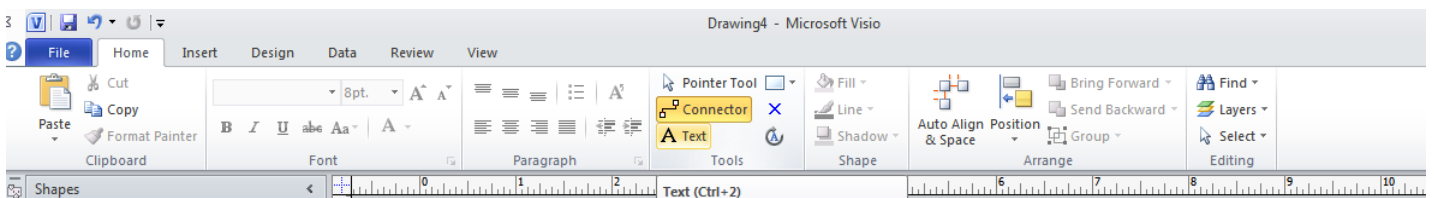


2. The basic flowchart is what will best serve the purposes in the BIM Ex plan, but you can choose whichever template you wish. Click "Create".

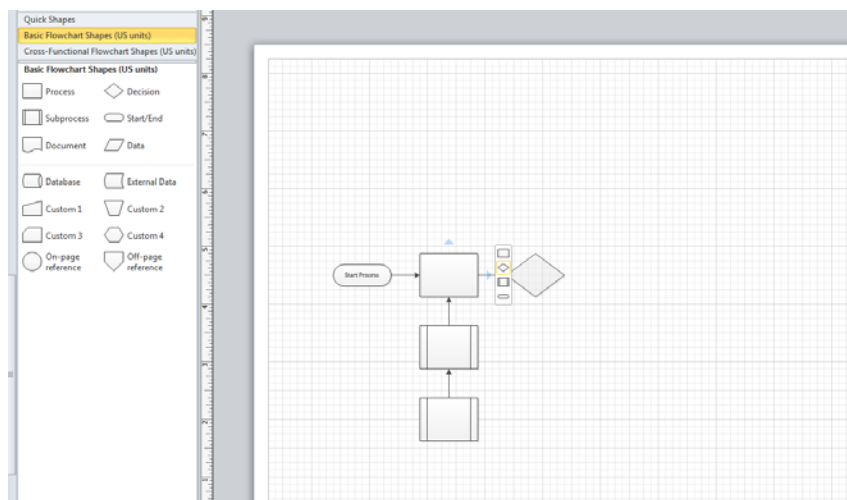
3. All of the basic shapes you need are in the toolbar on the left side of the screen. Before you can create the processes within the workflow, you must create a "start process". Click the Start/End oval shape and drag it onto the template. You can add titles to your processes by double clicking on the shape and typing.



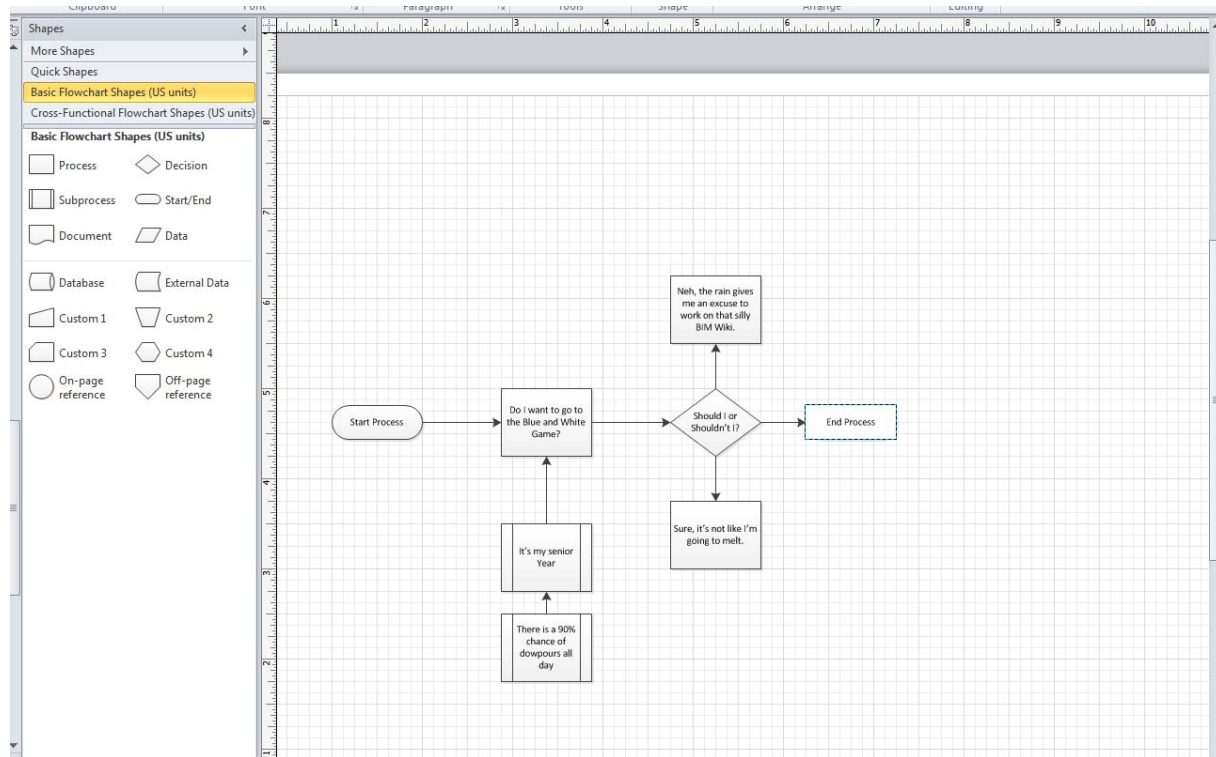
4. Now you can continue to create your workflow. Depending on what type of process you are representing will determine the different shapes you will include in your diagram. Instead of dragging each shape onto the template, go to the home tab and click "connector".



This tool allows you to simply click on a shape in the template and choose the next shape desired in the diagram. To do this, you must hover over one of the three arrows on the shape you wish to add to; this will give you the option of which process to add next.



5. Continue modifying your workflow until it becomes a good representation of your process. When you are done with your workflow you must add an "end process", which is just another start/end oval. Voila! You are finally done with your workflow.



6. Click "Save".